



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
STRUCTURAL FAMILY COUNSELOR
HUMAN SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for providing intensive, specialized individual, group or family therapy counseling services to families at risk of having their children placed in foster care due to abuse or neglect. Provides counseling services to families in the process of reunification following foster care placement of the children. Reports to the Family Services Supervisor.

ESSENTIAL JOB FUNCTIONS

Receives referrals from Child Protective Services, Foster Care Intake, Generic Intake, Adult, Family and Employment Services, and Courts to address problems to include sexual, physical and emotional abuse, marital problems, disciplinary problems or related issues.

Develops treatment plans for families based on referral information and observation of the family; determines a systematic hypothesis; provides counseling sessions, testing the hypothesis; determines service effectiveness; reassesses, evaluates and terminates counseling with families; provides crisis intervention and support functions to families.

Provides live clinical supervision, training and education in family systems therapy to counselors, and social workers. Documents results of counseling sessions, provides reports, testifies in court, and maintains appropriate statistical information.

Serves as a liaison to local agencies, professional boards and task force groups. Collaborates with other agencies to develop and coordinate group activities and resources in order to establish effective working relationships. Remains abreast of current statewide policy initiatives and best practices related to social work; receives training in family systems theory and clinical supervision.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Human Services - Comprehensive knowledge of social work principles and practices including federal, state, and local regulations affecting human service programs. Knowledge of programs, social economic trends and behaviors that impact the delivery of human services.
- Counseling – Considerable knowledge of principles and processes for providing intensive family therapy, interviewing and assessing needs and restructuring family patterns to bring about changes.
- Case Management - Knowledge of case management techniques, principles and practices to evaluate and coordinate the delivery of public assistance to customers and their families.

REQUIRED SKILLS

- Judgment/Decision Making – Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Computer Skills - Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy.
- Interpersonal Relationships - Develops and maintains cooperative and courteous relationships with employees and the public. Effectively responds to routine inquiries and disputes.

REQUIRED ABILITIES

- Time Management - Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology to meet strict deadlines.
- Communication - Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally and in writing.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Social Work, Human Services, or a related field and 3-5 years of experience in social work, or an equivalent combination of education and experience. Experience and training in structural family therapy is preferred. Master's Degree preferred.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and sex offender registry check.

A valid driver's license with an acceptable driving record.

Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

In the event of a declared emergency in the City of Newport News, individuals in this position are required to work shelter duty and may be called on to perform duties as required to provide for the safety and care of the citizens of the community.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards, violent individuals, communicable diseases, or rude/irate customers.